



## Department of Public Works

300 Park Avenue, Suite 100 WEST, Falls Church, VA 22046

Phone: 703-248-5350 (TTY 711) Fax: 703-248-5336

[ROW-inspections@fallschurchva.gov](mailto:ROW-inspections@fallschurchva.gov) • [www.fallschurchva.gov](http://www.fallschurchva.gov)

# General Conditions of Right-of-Way Permit

- 1. Standards** - All work shall be performed in compliance with the current editions of Virginia Department of Transportation Road and Bridge Specifications, Road and Bridge Standards, Virginia Work Area Protection Manual, City of Falls Church Standards and the Conditions of the Permit.
- 2. Expiration** - Permit is valid until expiration date shown on permit. Extensions of time may be granted by DPW provided notification is made to the City 2 days prior to the expiration date indicated above.
  - a. Right-of-Way shall be restored to satisfactory condition in compliance with Conditions of the Permit on or before the expiration date of the permit. Failure to comply with this provision may result in the City's notification of the bonding company for appropriate remedial action or for the City's on-call contractor to perform work at the expense of the permit holder.
- 3. Lane Closures** - Should it become necessary to block a lane and/or detour traffic, the permit holder shall notify DPW 24 hours in advance. Traffic control for detours, closures and maintenance of traffic shall be in strict compliance with the current editions of the the Virginia Work Area Protection Manual and are the responsibility of the permittee.
- 4. Public Streets** - All streets adjacent to the project shall be maintained in a mud and dust free condition at all times.
- 5. Bonds** - The permittee shall be responsible for the work for a period of (1) one year from the date of notification for completion of work. The bonded amount will be held by the City for this period.
- 6. Violations** - Failure to notify DPW of any construction activities may result in removal and replacement of work at permittee's expense or additional fees. These fees range from \$2500 to \$3500.
  - a. Failure to obtain a permit prior to start of any non-emergency work within the right of way will serve as a violation of said permit conditions and will result in additional fees.
  - b. For emergency work within the right of way a right of way permit application must be completed and all associated fees and bonds must be paid within two business days upon commencement of work. Failure to apply for a permit will result in additional fees.
  - c. The permit may be rescinded at any time by DPW at its discretion or for noncompliance with conditions of said permit.
  - d. Any damages to public or private property must be reported to DPW. Damages are the responsibility of the permittee and must be repaired at his/her expense. Repair work shall begin without delay and continue un-interrupted until completed, unless specified otherwise by DPW.
  - e. Permit violations shall be assessed a fee of \$300 for the first day and continued violation days shall incur a fee each day until the violation has been satisfactorily completed. The escalation of fees are as follows; \$300 for first violation and first day, same violation second day \$600, same violation third day and subsequent days thereafter \$1000/day.
- 7. Permit** - Only the work stated on the permit application is authorized for completion. A separate permit or revision must be obtained for any additional unforeseen work within the right of way.
- 8. Work Hours** - Due to the volume of traffic on certain streets in the City, work will be restricted during periods when traffic is heaviest. The hours of allowed work for Broad Street and Washington Street are 9:00 AM to 3:00 PM. For all other streets, work hours are Monday thru Friday 7:00 AM to 5:00 PM. These work hours are also restricted by the City's noise ordinance, as described in Article III of the City Code. Exceptions may be granted for special circumstances.



## Department of Public Works

300 Park Avenue, Suite 100 WEST, Falls Church, VA 22046

Phone: 703-248-5350 (TTY 711) Fax: 703-248-5336

[ROW-inspections@fallschurchva.gov](mailto:ROW-inspections@fallschurchva.gov) • [www.fallschurchva.gov](http://www.fallschurchva.gov)

9. The permittee or their agent shall secure and maintain insurance to protect against liability for personal injury and property damage that may arise from the activities performed under the authority of a Right-of-Way use permit and from the operation of the permitted activity up to one million dollars (\$ 1,000,000) each occurrence to protect the City and the City's agents or employees; seventy-five thousand dollars (\$75,000) each occurrence to protect the City in event of suit. Insurance must be obtained prior to start of the permitted work and shall remain valid through the permit completion date. City staff may require a valid certificate or letter of insurance from the issuing insurance agent or agency prior to issuing the Right-of-Way use permit.

### NOTIFICATIONS

#### **REQUIRED ROW PERMIT NOTIFICATIONS: 24 Hour Notice Required prior to start of work**

All ROW Permit holders are responsible for notifying the City's Dept. of Public Works.

#### **24 Hour Notice Required For:**

- Lane Closures
- Utility Connections
- Open Cuts in Road
- Backfill of open cuts in road
- Concrete Work (includes sidewalk, curb and gutter)
- Paving

#### **Notification Required:**

- Upon Completion of Work ( Final Inspection)
- Bond Release ( 1 year after Completion of Work)

Permit holder **MUST** notify the City that work has been completed and ready for Final Inspection by visiting <http://www.fallschurchva.gov/rowinspections> or by emailing [ROW-inspections@fallschurchva.gov](mailto:ROW-inspections@fallschurchva.gov). Put the address/location of the work in subject field and the work to be performed in the body.

#### **Notes:**

1. Once e-mail notification is received, notification of receipt will be returned by a city official.
2. A Final Inspection of material and workmanship will be performed once a notification of Completion of Work has been received by the city.
3. The bond will then be valid for a period of one year after Final Inspection.
4. Bond release requires a notification by property owner or contractor after the one year period.

***All work performed within City Right-of-Way shall have a one year bond retained upon completion of work.***